

OFFICE OF JOINT COMPUTER SUPPORT

25X1A

PERSONNEL

INSTRUCTION [REDACTED]  
5 November 1975

OJCS SOFT FILE PROCEDURES TO COMPLY WITH THE PRIVACY ACT

- REFERENCES:
- a. Federal Register dtd 28 Aug 75, Part II, Privacy Act of 1974, Page 39788 CIA-26
  - b. Summary of Privacy Act Requirements for Records Systems Managers
  - c. DD/A Memo dtd 6 Oct 75, same Subject [REDACTED]

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1. Background

The Privacy Act requires that procedures be established for the collection, maintenance, use and dissemination of information on U. S. citizens and permanent resident aliens. Each Directorate has identified personnel soft files as a system of records subject to the Act. All OJCS personnel are urged to become familiar with the description of the system of records identified as Supplemental Personnel (Soft) Files CIA-26 published in the Federal Register Vol. 40, No. 168, August 28, 1975. (Copies can be obtained from the Executive Officer, OJCS.)

2. Procedures

This Instruction sets forth procedures to be used by the Office of Joint Computer Support in maintaining and using soft file holdings in accordance with requirements under the Act.

A. Location and Control of Soft Files in OJCS

(1) All supplemental personnel (soft) files in OJCS will be maintained by Chief, OJCS Administrative Staff and located in Room 2E-23.

(2) No other component or individual in OJCS is authorized to maintain any type of personnel records with the exception of personal copies of personnel action notices pertaining to the individual himself.

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B. Access to Soft Files will be limited to:

- (1) OJCS Administrative Staff personnel who maintain the files;
- (2) Supervisory personnel who meet "need to know" requirement;
- (3) OJCS Career Service Panel and Board members pursuant to official panel business;
- (4) Subject of the soft file.

C. Individual Access to His Record:

(1) A request to review soft files need not be in writing. The Agency Regulation implementing the Privacy Act provides that employees may have access to records about them by either an oral or written request. Written requests will be processed as a Privacy Act request and submitted to the Information and Privacy Staff, DDA.

(2) Response to oral requests:

OJCS Personnel Officer will:

- a. Ensure that the information contained in the file is relevant and that any misfiled documents pertaining to other OJCS employees are removed and properly filed;
- b. Schedule a time and place for the OJCS employee to review his file;
- c. Upon request from the OJCS employee, provide copies of documents or segregable portions of documents in accordance with procedures established in [REDACTED] dated 26 September 1975;
- d. Upon request from the OJCS employee, permit another employee to accompany him at the time of the review provided that the requesting employee provides a written statement authorizing another employee to be present at the time of the review.

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(3) No record will be kept of individual requests for access to soft files. Records of the number of such requests will be kept for statistical reports.

C. Amendments or Corrections to Records:

Request from OJCS employees to correct, add to or delete information contained in his file must be submitted in writing except in those instances where the OJCS Personnel Officer responsible for maintaining the soft files recognizes that the requested change is to correct an obvious error. The responsible official may make such a correction without a written request.

D. Disclosures of Information:

Dissemination of information may be made only in accordance with prescribed routine uses, i.e. to Agency officials who have a need for the information. No disclosures of information may be made outside the Agency without the prior written consent of the individual unless the disclosure meets the criteria defined in [REDACTED] conditions of disclosure.

E. Disposition:

The OJCS soft file will be maintained only as long as it is needed. Disposition of soft files will be handled in accordance with the following.

(1) At the time of transfer, the OJCS employee's soft file will be forwarded to the gaining office.

(2) Employee Resignation/Retirement - The soft file will be maintained for approximately one year. The file will then be reviewed to determine which items should be incorporated into the official records. The remaining documents will be set aside for destruction.

3. All OJCS personnel, especially those charged with maintenance of soft files, are encouraged to read [REDACTED] Implementation of the Privacy Act of 1974."

[REDACTED]  
HARRY E. FITZWATER  
Director of Joint Computer Support

DISTRIBUTION: All Employees

RETENTION : Permanent

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